

SCHOOL PHYSICAL RESOURCE REQUIREMENTS

2024 Business and Tourism Programs

The table below outlines the Business and Tourism program-specific physical resource requirements (including 'access to customer' requirements) required of the School (Third Party).

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2024 Business and Tourism Programs				
	Short Courses	Certificate Programs			
	Inclusivity and Communication in the Workplace* + Technology in the Workplace + Financial Literacy	BSB20120 Certificate II in Workplace Skills	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business	Dual Qual: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism
Business-related facilities and resources – located at the school.					
A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.	☑	☑	☑	☑	☑
Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.	☑	☑	☑	☑	☑
Access to school WHS and risk management procedures.	N/A	☑	☑	☑	☑
Key health and safety equipment and/or aids.	N/A	☑	☑	☑	☑
Access to a real customer group at the school e.g. other students, teachers or parents (to deliver a customer service experience).	N/A	N/A	☑	☑	☑
Access to facilities suitable for hosting events e.g. function room or school hall. <ul style="list-style-type: none"> • A public activity or event on which students can work. • Interaction with staff involved in staging a public activity or event. 	N/A	N/A	☑	☑	☑
Presentation equipment to present information to a group.	N/A	☑	☑	☑	☑



A simulated Tourism-related industry environment – located at the school.					
A simulated ergonomic office environment (Tourism-related) and workplace equipment including front desk.	<input checked="" type="checkbox"/> *	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Access to customers and staff (individuals who participate in simulated activities, set up for the purpose of assessment) from a diverse range of social and cultural groups, with whom the student will interact.	<input checked="" type="checkbox"/> *	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Facilitating a Student Industry Discovery Day – at a Tourism-related workplace.					
Students participate in a minimum of one industry discovery day (Tourism-related), preferable in Semester 1.	N/A	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

* *Inclusivity and Communication in the Workplace only*